



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 7200.1B

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NAS OCEANA INSTRUCTION 7200.1B

Subj: GOVERNMENT-SPONSORED, CONTRACTOR-ISSUED TRAVEL CHARGE CARD

Ref: (a) DoD 7000.14R, FMR Volume 9, Chapter 3
(b) EBUSOPSOFFINST 4650.1
(c) Joint Federal Travel Regulation Volume 1, Appendix O
(d) Joint Travel Regulation Volume II, Appendix O
(e) USD memo of 23 Apr 03

1. Purpose. To promulgate policy and procedures set forth in references (a) through (e) pertaining to the use of Government-Sponsored, Contractor-Issued Travel Cards, hereafter referred to as the "travel card."

2. Cancellation. NASOCEANAINST 7200.1A. Due to numerous changes, paragraph markings have been omitted.

3. Background

a. The travel card program facilitates and standardizes the use by Department of the Navy (DoN) travelers of a safe, effective, convenient, commercially available method to pay for expenses incident to official travel. The travel card is used to improve DoN cash management, reduce DoN and traveler administrative workloads and facilitate better service to DoN travelers.

b. Travel cards are convenient for travelers and offer significant benefits, including minimizing risk associated with carrying excessive cash. Travel cards provide Automated Teller Machine (ATM) privileges. Travelers are encouraged to charge appropriate expenses to the travel card vice obtaining large ATM advances and living off the cash. Travelers are reimbursed for the ATM access fee plus any bank fees associated with withdrawal of the authorized advance amount if the money is drawn from a bank other than the contractor (Bank of America).

c. Travel cards can be used at most establishments. If the card is lost or stolen, it must be reported immediately to the contractor for replacement and deactivation of the account. Customer service is available 24 hours a day. The contractor will replace the card with a different account number. When traveling, the telephone numbers of the bank must be recorded and kept separate from the cards. Domestic calls are free and collect calls can be made if overseas.

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d. All DoN personnel are required to use the travel card for all expenses arising from official government travel unless otherwise exempted.

4. Exemptions

a. Travelers that are exempted from the use of the travel card are listed in reference (a), paragraph 030302. This includes "infrequent travelers," defined as one who travels two or less times per year.

b. Those travelers that are exempted from the use of the travel card will get advance travel pay from the Travel Office at Personnel Support Detachment (PSD) prior to the commencement of travel. Travel advances will be paid via Electronic Fund Transfer to the traveler's checking account.

5. Management Controls

a. The applicant will complete the contractor's Individually Billed Card Account Application Form. Per reference (b), the card contractor will perform credit checks on all new card applicants. The applicant has the option to decline a credit check. If the applicant does decline a credit check, only a restricted card will be issued.

b. The completed form signed by the applicant and supervisor will be submitted to the Agency Program Coordinator (APC). In addition to the application, the Statement of Understanding must also be read and signed by the applicant and supervisor and submitted to the APC.

c. In order to minimize costs associated with ATM cash withdrawals and maximize the benefits associated with charging travel expenses, ATM usage should be limited by travelers to cover only those expenses for which charging is not possible. The amount that is allowed for a traveler to withdraw from the ATM is specified on the travel orders. Cash advances from the ATM can be obtained no earlier than five days before the scheduled departure date and not later than the completion of travel.

d. To avoid misuse of the travel card, the APC will deactivate the card when the cardholder is not in a travel status. The card will be reactivated five days before the cardholder's scheduled departure date and deactivated on the return date. The card is activated and deactivated by the APC through the Electronic Account Government Ledger System and

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shall not be used on the ATM on the first day that it is activated. If cash is required on the first day that the card is activated, the cardholder must go inside the bank to withdraw cash.

e. Military and civilian personnel reporting for duty on board Naval Air Station (NAS) Oceana who possesses a travel card shall report to the APC so that their account can be transferred to the APC's hierarchy. Those transferring to another command shall notify the APC of the gaining command to transfer the travel card account.

6. Limitations

a. Per reference (b), use of the travel card for expenses incident to Permanent Change of Station (PCS) is strongly discouraged due to the likelihood of PCS charges being due prior to the cardholder arriving at the new duty station and liquidating the travel claim. The potential for delinquency is higher. PCS move expenses are normally funded by PCS travel advances and advance pay in accordance with DoN and Command policy by the servicing PSD.

b. Travel card use for purchasing airline ticket is not authorized. Airline tickets for official travel must be obtained from the Commercial Travel Office located at the Customer Service Desk, Dam Neck Annex.

c. Disbursing Officers shall process travel advances when it is known that travel will be performed in a remote area or the charge card is not accepted in the temporary assigned duty/temporary duty (TAD/TDY) area.

7. Billing

a. Travel card accounts are payable (full amount) upon receipt of the contractor billing statement, even if the cardholder is still in a TAD/TDY status. Per reference (c) and (d), travelers should submit travel claims at the end of the 30th day if the TAD/TDY is over 45 days. This shall ensure that travelers are paid for expenses in about the same time as travel card bills are received. A completed DD Form 1351-2 (Travel Voucher or Sub-voucher) with a copy of lodging, car rental receipt and travel orders can be faxed to the TEMADD Coordinator at (757) 433-3734 for submittal to PSD.

b. The Department of Defense does not tolerate delinquency. Reports reflecting 30, 60, 90, 120 days and over delinquent cardholders are received by the APC each month. The contractor processes the delinquency report on the travel card statement

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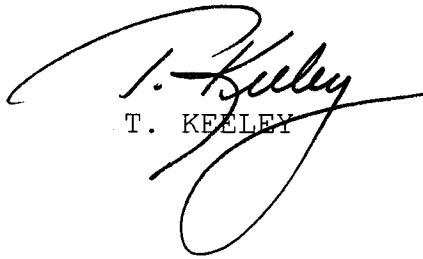
cycle, the 17th of the month. The APC will notify the Executive Officer, Officer in Charge, Assistant Officer in Charge and Department Heads within five working days of delinquent report receipt.

c. Accounts are considered delinquent when the contractor has not received the payment in full before another bill is issued. Individuals who are delinquent for the full payment of the account will be added to the delinquency report.

d. Accounts for individual travel cardholders that are delinquent for 60 days are suspended. Late fee applies on the 75th day of delinquency. On the 90th day, due process letter is made by the contractor and forwarded to the cardholder. One hundred and twenty days delinquency results in a cancelled account and salary offset begins. Setup fee for salary offset is added to the amount owed by the cardholder including late payment and maintenance fees.

e. To simplify the payment of the travel card bill and assist travelers in fulfilling their payment responsibility, **the use of split disbursement option is mandatory for all Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) military personnel per reference (e) and is strongly encouraged for civilian personnel.** COMNAVREG MIDLANT military travel cardholders failing to elect use of split disbursement option shall have travel vouchers returned for correction and resubmission. The cardholder can initiate split disbursement by annotating split disbursement option in Block 1 of the DD Form 1351-2 and indicating the amount to be applied towards the account.

8. Agency Program Coordinator. Any question concerning the travel card should be directed to your APC. NAS Oceana's APC is Mr. Jun B. Llagas at (757) 433-2031. He processes travel card applications and is the liaison between the contractor and cardholder.



T. KEELEY

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